

CYMS TRAINING GUIDE

CTG-A12b - SETTING UP YOUTH ACTIVITIES

Updated Apr 04

Setting Up an Activity and Its Sections

- 1 Go to File Maintenance → Activity → Activity Maintenance. You will proceed to the Activity Maintenance screen.
- 2 Click **Add**. You will proceed to the Activity Core Information screen.
- 3 Enter the Activity Number and press the **Enter** key. All other fields are now made available for entering data.

Note: Refer to the Youth Activity Numbering scheme in order to determine the correct activity number for the activity. All activity numbers should be derived from this chart. All of your activity numbers will be six digits, starting with 92. If you have only one youth center, the third digit will always be 0. If more than one youth center, each will be assigned a number to use as the third digit. The last three digits will come from the chart at the end of this document.

- 4 Fill in the **Class Description** field.

Note: The class description should be fairly generic. For example, the description could be “Baseball,” the section description will be more specific (i.e. T-Ball).

- 5 Select an Activity Type from the **Activity Type** picklist.

The screenshot shows the 'Activity Maintenance' window in the CYMS Rel 9.5a3h application. The window has a title bar with 'CYMS Rel 9.5a3h', 'File Maintenance', '11/20/2003', and 'CYS'. Below the title bar is a menu bar with 'Func', 'Global', 'Activity', 'Facility', 'Pass', 'POS', 'Rental', 'Court', 'System', and 'CYS'. The main area is divided into two tabs: 'Core Information' (selected) and 'CYMS Information'. The 'Core Information' tab contains several fields: 'Actv Number' (922100), 'Class Description' (Baseball (FS)), 'Prit Desc' (Baseball (FS)), 'Soundex' (empty), 'Actv Type' (Y-S&F), 'Actv SubType' (Not Selected), 'Category' (Not Selected), 'Waiver Ltr' (Not Selected), 'Prereq Actv#' (Not Selected), 'Day Care Fee Group' (Not Selected), 'TeleTrac Param' (Not Selected), 'Class Status' (Active), 'Credits Given To Each Participant' (empty), 'Allow Installment Billing?' (unchecked), 'Allow Prerequisite Bypass?' (unchecked), and 'DayCare Class?' (unchecked). At the bottom of the window are buttons for 'Sections', 'Reserve Facility', 'Change Status', 'Next', 'Done', and 'Cancel'. A status bar at the very bottom says 'Enter the ACTIVITY DESCRIPTION used for reports'.

FIGURE 1

- 6 Click **Sections**. The following question will display: “No Sections Exist for this Activity. Do you want to add one?”

- 7 Click **Yes**. You will proceed to the Activity/Section Core 1 Information screen.
- 8 Enter a Section Number (up to 2 characters) and press the **Enter** key. All other fields are now made available for entering data.

Note: Normally if there were only 1 section, the number would be 01. If the class has more than one section and the class happens on multiple days, additional sections would follow in sequence: 02,03,etc. If the class has daily sections, try to number the sections so the Monday sections start with 1, Tuesday with 2 and so on.

- 9 Select whether this section holds a status of Active, Inactive, Pending or Cancelled.
- 10 Enter the **Facility Type**, **Location** and **ID** at which this activity is held.
- 11 Enter **Beginning** and **Ending Dates** for the activity/section.
- 12 Enter the **Beginning** and **Ending Times** for the activity/section.
- 13 Select the appropriate **Meeting Days**.
- 14 Leave the default settings for the remaining fields. Press **F1** for field level help as needed.

The screenshot shows the 'Section Detail' window for 'Baseball (FS) - Section 01'. The window is titled 'CYMS Rel 9.5a3h File Maintenance 11/20/2003 CYS'. It has a menu bar with 'Func', 'Global', 'Activity', 'Facility', 'Pass', 'POS', 'Rental', 'Court', 'System', and 'CYS'. Below the menu bar is a tab bar with 'Core 1', 'Core 2', 'Comments', 'Fees', 'Finance', and 'Web/Tele'. The 'Core 1' tab is selected. The main area contains several fields: 'Section' (01), 'Spec Desc' (Baseball-TB (FS)), 'Sec Status' (Active), 'Fac Type' (YFIEL), 'Fac Loc' (9MWR), 'Fac Id' (FAMRA), 'Gender Opt' (Coed Enroll), 'Lottery Opt' (Normal Only), 'Rsv Number' (0), 'Beg Date' (03/01/2003), 'Beg Time' (09:00), 'End Date' (05/25/2003), 'End Time' (19:00), 'Meet Days' (Mon, Tue, Wed, Thu, Fri, Sat), 'Holidays' (// // // // // // // //), 'Enrollment Links' (?), 'Keyword Search' (), 'Reg Res Beg' (02/01/2003), 'Reg Res End' (/ /), 'Res Time Beg' (00:00), 'Reg N/R Beg' (02/01/2003), 'Reg N/R End' (/ /), 'N/R Time Beg' (00:00), 'Sel Today', 'All Today', 'Next', 'Done', 'Instructors', 'Facilities', and 'Cancel' buttons.

FIGURE 2

- 15 Click **Next**. You will continue to the Activity/Section Core 2 Information screen.
- 16 Enter the **Beginning Age** and **Ending Age**.

Note: If the activity is restricted by grade, use the grade range and leave the age range open (0-99). Unless it is restricted by age and grade.

- 17 Enter a **Minimum Count**.
- 18 Enter a **Maximum Count**. Be sure that the **Max Res Count** and **Max N/R Count** get filled in automatically. If not fill them in with the Max Count number.
- 19 Enter **9999** in the **Maximum W'List Cnt** field if you will allow a waitlist.

20 Select the option labeled '**Require Current Pass Membership**'.

Note: If this is a No Fee activity, you are finished here. Click **Done**.

FIGURE 3

- 21 Click **Next**. You will continue to the Activity/Section Comments screen. Here you can type any comments you want to print on the receipt.
- 22 Click **Next**. You will continue to the Activity/Section Fees screen
- 23 In the **Code** field, press the **F9** key or right click from within the field to select the appropriate bill code for the activity/section.
- 24 Enter the price for the activity in the **Amount** field.

Note: If this is an instructional activity which will be installment billed, leave the **Amount** field blank.

CYMS Rel 9.5a3h File Maintenance 11/20/2003 CYS

Func Global Activity Facility Pass POS Rental Court System CYS

922100-01 ==> Baseball (FS) - Section Detail

☐ Core 1
☐ Core 2
☐ Comments
☒ Fees
☐ Finance
☐ Web/Tele

BillCode	Description	Amount	Count	Req	Fee Codes	Dsc	Ins	Vst	On/After
Y2-SP	FS - Sports Fees	40.00	1.00	N		Y	N	N	/ /
	Not Assigned	0.00	0.00	N		Y	N	N	/ /
	Not Assigned	0.00	0.00	N		Y	N	N	/ /
	Not Assigned	0.00	0.00	N		Y	N	N	/ /
	Not Assigned	0.00	0.00	N		Y	N	N	/ /
	Not Assigned	0.00	0.00	N		Y	N	N	/ /
	Not Assigned	0.00	0.00	N		Y	N	N	/ /
	Not Assigned	0.00	0.00	N		Y	N	N	/ /
	Not Assigned	0.00	0.00	N		Y	N	N	/ /
	Not Assigned	0.00	0.00	N		Y	N	N	/ /

Late Fee Amount To Assess
 Begin Assessing Late Fee On

Late Fee Line Number
☐ Charge Late Fee Mult Times If Unpaid

Enter the BILL CODE associated with this fee

FIGURE 4

- 25 Click **Done**.
- 26 To add another section to this same activity, click **Add**.
- 27 Otherwise, click **<<Class List** to return to the Activity Maintenance screen.
- 28 Click **Exit** to return to the Main Menu screen.

4TH POSITION		INSTALLATION					
0 - CAMPS		1 - TEAM SPTS		2 - INDIV SPTS		3 - CLASSES	
5th/6th Position		5th/6th Position		5th/6th Position		5th/6th Position	
0	Schools Out Camps	0	Baseball	0	Bowling	0	Gymnastics Classes
00	Camp-Summer	00	T-Ball	00	Bowling (General)	00	Gymnastics
01	Camp-Spring	01	Coach Pitch	01		01	
02	Camp-Winter	02	BB - PeeWee	02		02	
03	Camp-Fall	03	BB - Babe Ruth	03		03	
04		04	Softball	04		04	
05		05		05		05	
06		06		06		06	
07		07		07		07	
08		08		08		08	
09		09		09		09	
1	Leadership Camps	1	Basketball	1	Golf	1	Martial Arts Classes
10	Leadership Camps	10	Basketball (General)	10	Golf (General)	10	Martial Arts (Gen)
11		11		11		11	TaeKwanDo
12		12		12		12	
13		13		13		13	
14		14		14		14	
15		15		15		15	
16		16		16		16	
17		17		17		17	
18		18		18		18	
19		19		19		19	
2	Teen Challenge	2	Cheerleading	2	Swimming	2	Dance Classes
20	Challenge Camps	20	Cheerleading (Gen)	20		20	Dance Class (Gen)
21		21		21		21	Ballet
22		22		22		22	Tap
23		23		23		23	Jazz (Beg)
24		24		24		24	Jazz (Int)
25		25		25		25	
26		26		26		26	
27		27		27		27	
28		28		28		28	
29		29		29		29	
3	Music Camps	3	Football	3	Tennis	3	Music Classes
30	Music Camps (Gen)	30	Football (Gen)	30	Tennis (General)	30	Music Class (Gen)
31		31		31		31	Guitar
32		32		32		32	Piano/Keyboard
33		33		33		33	
34		34		34		34	
35		35		35		35	
36		36		36		36	
37		37		37		37	
38		38		38		38	
39		39		39		39	
4	Sports Camps	4	Soccer	4	Skating	4	Language Classes
40	Sports Camps (Gen)	40	Soccer (General)	40	In Line Skating	40	Language Class
41	Camp-Basketball	41		41	Ice Skating	41	
42	Camp-In Line	42		42		42	
43	Camp-Soccer	43		43		43	
44	Camp-Volleyball	44		44		44	
45		45		45		45	
46		46		46		46	
47		47		47		47	
48		48		48		48	
49		49		49		49	
5	Art/Craft Camps	5	Hockey	5	Track	5	Art Classes
						5	4-H Clubs - Options

4TH POSITION		INSTALLATION					
0 - CAMPS		1 - TEAM SPTS		2 - INDIV SPTS		3 - CLASSES	
5th/6th Position		5th/6th Position		5th/6th Position		5th/6th Position	
50	Art Camps (General)	50	Hockey-MM	50		50	Art Class (Gen)
51		51	Hockey-Mite	51		51	Ceramics
52		52	Hockey-PW	52		52	Crafts
53		53		53		53	
54		54		54		54	
55		55		55		55	
56		56		56		56	
57		57		57		57	
58		58		58		58	
59		59		59		59	
6	Performing Arts	6	Not Used Yet	6	Wrestling	6	Life Skills Classes
60	Perf Arts Camps	60		60		60	Life Skills Class
61	Camp-Dance	61		61		61	Woodworking
62	Camp-Drama	62		62		62	Auto Crafts
63		63		63		63	
64		64		64		64	
65		65		65		65	
66		66		66		66	
67		67		67		67	
68		68		68		68	
69		69		69		69	
7	Science/Nature	7	Not Used Yet	7	Winter Sports	7	Not Used Yet
70	Science Camps (Gen)	70		70	Winter Sports (Gen)	70	
71		71		71	Skiing	71	
72		72		72	Snowboarding	72	
73		73		73	Sleding/Tubing	73	
74		74		74		74	
75		75		75		75	
76		76		76		76	
77		77		77		77	
78		78		78		78	
79		79		79		79	
8	Not Used Yet	8	Not Used Yet	8	Not Used Yet	8	Not Used Yet
80		80		80		80	
81		81		81		81	
82		82		82		82	
83		83		83		83	
84		84		84		84	
85		85		85		85	
86		86		86		86	
87		87		87		87	
88		88		88		88	
89		89		89		89	
9	Misc Camps	9	Misc Team Sports	9	Misc Indiv Sports	9	Misc Classes
90	Misc Camps (Gen)	90	Misc Teams (Gen)	90	Misc Indiv Sp (Gen)	90	Misc Classes (Gen)
91		91	Volleyball	91		91	
92		92		92		92	
93		93		93		93	
94		94		94		94	
95		95		95		95	
96		96		96		96	
97		97		97		97	
98		98		98		98	
99		99		99		99	

5 - TRIP, TOUR		6 - SOC EVENTS		7 - CLINICS		8 - MISC		9 - NOT USED	
5th/6th Position		5th/6th Position		5th/6th Position		5th/6th Position		5th/6th Position	
0	Amusement Parks	0	Community Events	0	Music Clinics	0	Not Used Yet	0	Not Used Yet
00	Amuse Parks (Gen)	00	Cmty Events (Gen)	00	Music Clinics (Gen)	00		00	
01		01		01		01		01	
02		02		02		02		02	
03		03		03		03		03	
04		04		04		04		04	
05		05		05		05		05	
06		06		06		06		06	
07		07		07		07		07	
08		08		08		08		08	
09		09		09		09		09	
1	Cultural	1	Dances	1	Perf Arts Clinics	1	Not Used Yet	1	Not Used Yet
10	Cultural Trips (Gen)	10	Dances (Gen)	10	Perf Arts Clinics	10		10	
11		11		11		11		11	
12		12		12		12		12	
13		13		13		13		13	
14		14		14		14		14	
15		15		15		15		15	
16		16		16		16		16	
17		17		17		17		17	
18		18		18		18		18	
19		19		19		19		19	
2	Sports	2	Lock-Ins	2	Personal Care	2	Not Used Yet	2	Not Used Yet
20	Sport Trips (Gen)	20	Lock Ins (Gen)	20	Pers Care Clinics	20		20	
21		21		21		21		21	
22		22		22		22		22	
23		23		23		23		23	
24		24		24		24		24	
25		25		25		25		25	
26		26		26		26		26	
27		27		27		27		27	
28		28		28		28		28	
29		29		29		29		29	
3	Swimming	3	Parent Events	3	Sports Clinics	3	Not Used Yet	3	Not Used Yet
30	Swimming Trips	30	Parent Events (Gen)	30	Sports Clinics (Gen)	30		30	
31		31		31		31		31	
32		32		32		32		32	
33		33		33		33		33	
34		34		34		34		34	
35		35		35		35		35	
36		36		36		36		36	
37		37		37		37		37	
38		38		38		38		38	
39		39		39		39		39	
4	Not Used Yet	4	Sports Events	4	Not Used Yet	4	Not Used Yet	4	Not Used Yet
40		40	Sport Events (Gen)	40		40		40	
41		41		41		41		41	
42		42		42		42		42	
43		43		43		43		43	
44		44		44		44		44	
45		45		45		45		45	
46		46		46		46		46	
47		47		47		47		47	
48		48		48		48		48	
49		49		49		49		49	

5 - TRIP, TOUR		6 - SOC EVENTS		7 - CLINICS		8 - MISC		9 - NOT USED	
5th/6th Position		5th/6th Position		5th/6th Position		5th/6th Position		5th/6th Position	
0	Amusement Parks	0	Community Events	0	Music Clinics	0	Not Used Yet	0	Not Used Yet
5	Not Used Yet	5	Not Used Yet	5	Not Used Yet	5	Not Used Yet	5	Not Used Yet
50		50		50		50		50	
51		51		51		51		51	
52		52		52		52		52	
53		53		53		53		53	
54		54		54		54		54	
55		55		55		55		55	
56		56		56		56		56	
57		57		57		57		57	
58		58		58		58		58	
59		59		59		59		59	
6	Not Used Yet	6	Not Used Yet	6	Not Used Yet	6	Not Used Yet	6	Not Used Yet
60		60		60		60		60	
61		61		61		61		61	
62		62		62		62		62	
63		63		63		63		63	
64		64		64		64		64	
65		65		65		65		65	
66		66		66		66		66	
67		67		67		67		67	
68		68		68		68		68	
69		69		69		69		69	
7	Not Used Yet	7	Not Used Yet	7	Not Used Yet	7	Not Used Yet	7	Not Used Yet
70		70		70		70		70	
71		71		71		71		71	
72		72		72		72		72	
73		73		73		73		73	
74		74		74		74		74	
75		75		75		75		75	
76		76		76		76		76	
77		77		77		77		77	
78		78		78		78		78	
79		79		79		79		79	
8	Not Used Yet	8	Not Used Yet	8	Not Used Yet	8	Not Used Yet	8	Not Used Yet
80		80		80		80		80	
81		81		81		81		81	
82		82		82		82		82	
83		83		83		83		83	
84		84		84		84		84	
85		85		85		85		85	
86		86		86		86		86	
87		87		87		87		87	
88		88		88		88		88	
89		89		89		89		89	
9	Misc Trips	9	Misc Events	9	Misc Clinics	9	Misc Activities	9	Not Used Yet
90	Misc Trips (Gen)	90	Misc Events (Gen)	90		90		90	
91		91		91		91		91	
92		92		92		92		92	
93		93		93		93		93	
94		94		94		94		94	
95		95		95		95		95	
96		96		96		96		96	
97		97		97		97		97	
98		98		98		98		98	
99		99		99		99		99	

CDC NUMBERING SCHEME**Samples:**

900000 = FD Infant Program in Main CDC
 905002 = FD Tod Program in CDC Annex
 900053 = 5-day PDPS Class in Main CDC

First & Second Character

90 CDC (fixed)

Third & Fourth Characters - Location

00-49 Main Facility
 50-74 Annex
 75-97 Satellite Facility
 98 SPS/CLEOS Facility/Activity

Fifth Character - Program Type

0 Full Day
 1 Part Day (Shift, Misc)
 2 Before School
 3 After School
 4 Hourly
 5 Part Day Preschool (5-Day)
 6 Part Day Preschool (3-Day)
 7 Part Day Preschool (2-Day)
 8 Before and After School
 9 Other (Special Needs, Etc)

Sixth Character - Age

0 Infant (.10 - .99)
 1 Pre-Toddler (1.00 - 1.99)
 2 Toddler (2.00 - 2.99)
 3 Preschool (3.00 - 4.99)
 4 Kindergarten (5.00 - 5.99)
 5 Infant / Pre-Toddler1 (.10 - 1.49)
 6 Pre-Toddler / Toddler (1.50 - 2.99)
 7 Pre-Toddler 1 (1.00 - 1.49)
 8 Pre-Toddler 2 (1.50 - 1.99)
 9 Other Age Mixes

SAS NUMBERING SCHEME**Samples:**

911105 = SA Camp in Main SAS Facility
 911125 = SA Before School SA in Main Facility
 915527 = K/SA Before School in SA Annex Facility

First & Second Character

91 SAS (fixed)

Third & Fourth Characters - Location

00-49 Main Facility
 50-74 Annex
 75-97 Satellite Facility
 98 SPS/CLEOS Facility/Activity

Fifth Character - Program Type

0 Before and After School
 1 Part Day
 2 Before School
 3 After School
 4 Hourly
 5 Camp - Summer
 6 Camp - Spring
 7 Camp - Winter
 8 Camp - Fall
 9 *Not Yet Used*

Sixth Character - Age

0 *Not Yet Used*
 1 *Not Yet Used*
 2 *Not Yet Used*
 3 *Not Yet Used*
 4 Kindergarten
 5 School-Age
 6 Middle School
 7 Kindergarten / School-Age
 8 School-Age / Middle School
 9 Kindergarten / School-Age / Middle School

YS NUMBERING SCHEME**Samples:**

920100 = T-Ball
 920311 = TaeKwanDo
 920432 = Nike Swoosh

First & Second Character

92 YS (fixed)

Third Character - Location

0 *Locally Assigned*
 1 *Locally Assigned*
 2 *Locally Assigned*
 3 *Locally Assigned*
 4 *Locally Assigned*
 5 *Locally Assigned*
 6 *Locally Assigned*
 7 *Locally Assigned*
 8 *Locally Assigned*
 9 *Locally Assigned*

Fourth Character - Service Areas

0 Camp
 1 Team Sports
 2 Individual Sports
 3 Instructional Classes
 4 Clubs/Councils
 5 Trips/Tours
 6 Social Events
 7 Clinics
 8 Misc
 9 *Not Yet Used*

Fifth & Sixth Characters - Unique to Base**Dependent Upon the 4th Character - Program**

See attached "template" matrix . . .

Fifth Character = General Groupings
 (Gymnastics, Dance, Life Skills Classes, Etc)

Sixth Character = Offerings

Gymnastics - Beg, Inter, Adv

Dance - Ballet, Tap, Jazz

Life Skills Classes - Cooking, Drivers Ed, SAT